

National Dangerous Drugs Control Board

Vacancy Advertisement

Applications are invited from Sri Lankan citizens to fill the following vacancy in the National Dangerous Drugs Control Board.

01. Designation - Assistant Legal Officer

Service Category - Junior Manager - (JM 1-1)

Number of Vacancies - 01

01.1 Qualifications

01.1.1 Qualifications for External Applicants

Must have a degree in Law recognized by the University Grants Commission and be an Attorney-at-Law of the Supreme Court.

And

Must have 01 year of experience as an Attorney-at-Law and Notary Public.

01.1.2 Qualifications for Internal Applicants

Must have fulfilled the qualifications for external applicants mentioned above.

01.2 Age

Must not be less than 22 years and not more than 45 years. Maximum age limit does not apply to internal applicants.

01.3 Salary code - JM 1-1

01.4 Monthly Salary Scale – with effect from 2025.01.01

DMS/CIR 01/2025 JM 1-1 Rs. (72,650 - 10 x 1,360 - 18 x 2,040 - 122,970/-)

(Government approved allowances and privileges are entitled in addition to salary)

General information to the position:

Every applicant must be a Sri Lankan citizen and must be of excellent character, physically and mentally fit to perform the duties assigned to the post and to serve in any part of the island.

Must have fulfilled all qualifications by the closing date of receiving of applications.

Medium of Application submission

All applicants should submit their applications in English medium only. Visit the official website of the National Dangerous Drugs Control Board (www.nddcb.gov.lk), complete and submit the application form as per the instructions given in “Careers” (<https://www.nddcb.gov.lk/sinhala/careers.php>), then download the hard copy and send it via registered mail, attaching the original copy of the payment receipt to the hard copy.

Method of Recruitment

Recruitment will be based on the results of a written competitive examination and/or structured interview as determined by the Recruiting Authority.

Nature of Appointment

Permanent, entitled to Employees Provident Fund and Employees Trust Fund.

Application Fee

External applicants only should deposit an application fee of Rs.500/- from any Bank of Ceylon branch in the name of “National Dangerous Drugs Control Board” under Bank of Ceylon, Corporate Branch Account No. 00001643 and keep a copy of the deposit slip with you and attach the original copy of the deposit slip with the application. The application fee is non-refundable.

The downloaded application (with the post applied for clearly written on the top left corner of the envelope) along with copies of relevant certificates by registered post to The Chairman, National Dangerous Drugs Control Board, 383, Kotte Road, Rajagiriya on or before **21.11.2025**. Employees

in the service of Government Corporations or Statutory Boards should forward their applications through the Head of the Institution/Department.

Applications which not fulfilling the eligibility criteria as per the closing date/ incomplete applications / applications not accompanied by the original copy of the deposit slip/ applications not submitted as per the model application form of the NDDCB website and applications received after the closing date will be rejected.

Decision made by the Board regarding recruitment is final.

**Chairman
National Dangerous Drugs Control Board
383, Kotte Road,
Rajagiriya.**

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